MANIPUR GAZETTE

सत्यमेव जयते

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OFFICE OF THE LAMLAI MUNICIPAL COUNCIL: MANIPUR

NOTIFICATION

Imphal, the 10th December, 2021

No. 1/1/2017-LMC (BL): In exercise of the powers conferred by Section 209 (1) of the Manipur Municipalities Act, 1994, it is hereby notified to all the citizens within the jurisdiction of Lamlai Municipal Council that the below mentioned draft bye-laws have been framed and approved by this Council vide Resolution No. 1 of its Sitting No. 51 held on 03/02/2021. Copy of the draft bye-laws can be obtained from the Council's Office during office hours.

Sl. No.	Name of Bye-Laws
1	The Draft Lamlai Municipality (Entry Toll on Vehicles and Animals) Bye-Laws, 2020
2	The Draft Lamlai Municipality (Registration and Licensing of Shops) Bye-Laws, 2020
3	The Draft Lamlai Municipality (Regulation of Hotels) Bye-Laws, 2020
4	The Draft Lamlai Municipality (Regulation and Granting of Mobile Stall/Vendor/Hawker License) Bye-Laws, 2020
5	The Draft Lamlai Municipality (Advertisement) Bye-Laws, 2020
6	The Draft Lamlai Municipality (Regulation of Market) Bye-Laws, 2020
7	The Draft Lamlai Municipality (Parking Fees) Bye-Laws, 2020
8	The Draft Lamlai Municipality (Conduct of Business) Bye-Laws, 2020

Claims or objections, if any, in this regard may be submitted in writing to the undersigned within 15 (fifteen) days from the date of publication of these draft Municipal Bye-Laws in the Official Gazette of Manipur during office hours. Claims or objections received after the said period (i.e. 15 days) shall not be entertained.

YUMNAM PEETER SINGH,
Executive Officer,
Lamlai Municipal Council.

THE DRAFT LAMLAI MUNICIPALITY
(ENTRY TOLL ON VEHICLES AND ANIMALS) BYE-LAWS, 2021

1. (a) These Bye-laws may be called "The Lamlai Municipality (Entry Toll on Vehicles and Animals) Bye-Laws, 2021".
 (b) They shall extend to the whole area of the Lamlai Municipality.
 (c) They shall come into effect from the date on which they are published in the official Gazette.

2. In these Bye-laws unless there is anything repugnant in the subject or context otherwise requires:-
 (a) "Act" means the Manipur Municipalities Act, 1994.
 (b) "Check Post" means a place at the limit of the Lamlai Municipality area where Lamlai Municipality's officers/employees/agents authorized for the purpose of assessing and realizing toll on vehicles and animals entering the Lamlai Municipality area are stationed.
 (c) "Heavy Vehicle" means a heavy vehicle as defined in the Motor Vehicle Act, 1988.
 (d) "Light Vehicle" means a light vehicle as defined in Motor Vehicle Act, 1988.
 (e) "Vehicle" means and includes both motorized vehicles such as bus, lorry, mini bus, tempo, car, jeep, auto-rickshaw and two wheelers and non-motorized such as animal driven cart, and rickshaw.
 (f) "Schedule" means schedule appended to this bye-laws.
 (g) "Executive Officer" means the Executive Officer of the Lamlai Municipality.
 (h) "Municipality" means the Lamlai Municipality.

3. Every vehicles and/or animals entering the Municipality area shall be levied and payable an entry toll at the rate specified in Schedule 'A'.
 Explanation: Where a vehicle is loaded with vehicle(s) or animal(s), the vehicle(s) or animal(s) shall be treated as load and no separate toll(s) shall be payable for such loaded vehicle(s) or animal(s).

4. The Municipality may determine and declare as many number and locations of check post at different convenient and suitable point(s) of entry into the Municipality area as considered necessary for the purpose of these bye-laws.

5. (a) No vehicle and/or animal shall enter or attempt to enter the Municipality area except through a check post duly set-up by the Municipality.
 (b) No vehicle and/or animal shall enter into the Municipality area without the full payment of the due entry toll at the check post of the entry point.

6. The owner or driver or person-in-charge of a vehicle or the owner or person-in-charge of an animal shall be liable to pay the toll on the vehicle and/or animal as the case may be for any additional entry made during a period of one day calculated from midnight to midnight.

7. The toll on vehicle and/or animal shall not be liable in respect of:-
 (a) Vehicle and/or animal belonging to the Central and State Government and used solely for public or official purpose and not used or intended to be used for purpose of profit;
 (b) Vehicle and/or animal belonging to the Municipality and
 (c) Vehicle and/or animal belonging to the Red Cross Society.

8. (a) Any owner or person whose vehicle and/or animal makes regular entry into the Municipality area may, on an application to the Executive Officer, be allowed to compound the payment of the entry toll on such vehicle and/or animal in yearly or half-yearly or monthly term.
 (b) The amount of compounded tolls for yearly, half-yearly and monthly shall be the amount or toll payable under bye- law 3 for 365 days, half of the yearly amount and 1/12(one-twelve) of the yearly amount respectively subject to the following rebate:
 (i) 25% rebate in respect of yearly payment;

7. The toll on vehicle and/or animal shall not be liable in respect of:
 i) Vehicle and/or animal belonging to the Central and State Govt. and used solely for public or official purpose and not used or intended to be used for purpose of profit;
 ii) Vehicle and/or animal belonging to the Council and
 iii) Vehicle and/or animal belonging to the Red Cross Society.

8.
 i) Any owner or person whose vehicle and/or animal makes regular entry into Municipal area may, or an application to the Executive Officer, be allowed to compound the payment of the entry toll on such vehicle and/or animal in yearly or monthly term.
 ii) The amount of compounded tolls for yearly, half-yearly and monthly shall be the amount or toll payable under bye-law 3 for 363 days, half of the yearly amount and 1/12(one-twelfth) of the yearly amount respectively subject to the following rebate:
 a) 25% rebate in respect of yearly payment;
 b) 15% rebate in respect of 1/12 yearly payment; and
 c) 5% rebate in respect of monthly payment.
 iii) The toll shall be payable to the Council office instead of at the check post in case of realization of the tolls by the Council itself and to the agent in case of realization of the same through the agent appointed under the provision of bye-law 14.
 iv) A token or badge or pass shall be issued by the Council or the agent as the case may be in respect of all compound payment of tolls.

9. The agent of the authorised officer(s), employee(s) at the check post shall, on payment of the full amount of toll, forthwith issue a formal dated receipt in the form given in the scheduled 'F' affixing the seal of the agent or the Council as the case may be.

10. The Officer/Employee in charge of a check post shall submit the amount of tolls collected daily to the Executive Officer with a collection statement in the form given in Schedule 'B'. They will also submit weekly and monthly collection statements in the form given in Schedules 'C' and 'D' respectively.

11.
 i) Every check post shall maintain an *Inspection Book* in the form given in Schedule 'E'. The Executive Officer or other officer authorised by the Executive Officer shall inspect the check posts periodically; and
 ii) The check posts shall be visited and inspected by the Executive Officer or other officer/employee of the Council duly authorised by the Executive Officer in this behalf and note their observations /finding in the Inspection Books.

12. The Council shall examine the collection figures as reflected in the collection statements (daily, weekly and monthly) once in a month and decide such other arrangement/action to be taken-up for ensuring the speedy and increased collection of tolls.

13. The agent or the officer/employee-in-charge of a check post shall display a copy of the Schedule of Rates, duly signed by the Executive Officer, in a conspicuous part of check post.

14. The Council may, by a resolution passed in a meeting, appoint agents periodically by inviting tenders through open auction for collection of entry toll on vehicles and/or animals on such terms and conditions, as may be decided by it. The agent(s) appointed under these bye-laws shall have the same power of the officer/employee of the Council in charge of a check post in respect of collection of tolls.

18. Any person committing a breach of any of these bye-laws shall be liable in addition to the penalties imposed under the Act, to pay a fine not exceeding Rs. 100/- for every such breach and his vehicle and/or animals may be seized or detained by the Officer/Employee/Agent at the check post.

SCHEDULE 'A'
(See Bye-law 3)
THE LAMLAI MUNICIPAL COUNCIL
Schedule of rate of entry toll on vehicles and animals

A- Vehicles:

1.	Each Heavy Vehicle etc.	Rs 30/-Loaded	Rs. 20/- Unloaded
2.	Each Light Vehicle	Rs 20/- Loaded	Rs. 10/- Unloaded
3.	Others (including 2-wheelers)	Rs 10/-	

B- Animals:

1.	Each Elephant	Rs 10/-
2.	Each Buffalo	Rs 7/-
3.	Each Pony, Mule, Bull, Bullock, Cow, etc	Rs 5/-
4.	Each Ass, Pig, Goat	Rs 3/-
5.	Each Calf of more than 6 months old	Rs 3/-
6.	Others	Rs 2/-

SCHEDULE 'B'
(See bye-laws 10)
THE LAMLAI MUNICIPAL COUNCIL

Daily return on collection of toll on entry of vehicles and animals

Name of the check post
Date and hour of the shift
Name of Officer-in-charge
Pages of Receipt
Block issued from

		Number	Rate	Amount
1. Classification of vehicles				
	(i)			
	(ii)			
	(iii)			
2. Classification of animals				
	(i)			
	(ii)			
	(iii)			
Grand total				

Dated

Signature of the Officer-in-charge

SCHEDULE 'C'
(See bye-laws 10)
THE LAMLAI MUNICIPAL COUNCIL

Comprehensive weekly return on collection of toll on entry of vehicles and animals

Period from _____ to _____

Grand total

Dated: Signature of the Inspecting Officer

SCHEDULE 'D'
(See bye-laws 10)
THE LAMLAI MUNICIPAL COUNCIL

Monthly abstract of weekly return on collection of toll on entry of vehicles and animals

For the month of

Grand total

Dated Signature of the Officer-in-charge

SCHEDULE 'E'
[See bye-laws 1(i)]
THE LAMLAI MUNICIPAL COUNCIL

Name of check post

Date and hour of Inspection	No. of last receipt issued	Total of tax collected during the shift	Note of Inspection. Suggestion, if any, with signature of Inspecting Officer

SCHEDULE 'F'
(See bye-laws 9)
THE LAMLAI MUNICIPAL COUNCIL

Book No. Receipt No.

Received amount (Rs) as toll for the entry of animal/light vehicle/heavy vehicle.

Date By order of the Lamlai Municipal Council

THE DRAFT LAMLAI MUNICIPALITY (REGISTRATION AND LICENSING OF SHOPS) BYE-LAWS, 2021

1. Short title, extent and commencement:
 (a) These bye-laws may be called "The Lamlai Municipality (Registration and Licensing of Shops) Bye-Laws, 2021".
 (b) These bye-laws shall extend to the whole area of Lamlai Municipal Council (hereinafter referred to as 'LMC').
 (c) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions:-In these bye-laws, unless the subject or the context otherwise requires:
 (a) "Act" means the Manipur Municipalities Act, 1994.
 (b) "Chairperson" means the Chairperson of Lamlai Municipal Council.
 (c) "Executive Officer" means the Executive Officer of Lamlai Municipal Council.
 (d) "Municipal Council" means the Lamlai Municipal Council.
 (e) "Form" means form appended to these bye-laws.
 (f) "Goods" means every kind of movable property other than actionable claims and money, and includes stock and shares, growing crops, grass and things attached to or forming part of the land which are agreed to be served before sale or under the context of sale.
 Explanation: (Actionable claims means a claim in respect of which a cause of action has been already matured and which subject to procedure may be enforced by suit and see also section 3 of the Transfer of property Act, 1882 for the method of transfer of actionable claims see section 130 and 137 ibid).
 (g) "Potpham" means selling or vending of articles spread on Lukmai or Cloth on grounds or platform whether under a license or not.
 (h) "Schedule" means Schedule appended to these bye-laws.
 (i) "Shop" means and includes any premise used wholly or in part for the sale of services or for the wholesale or retail sale of goods either for cash or credit, but does not include hotels, restaurants, eating places, potpham of markets and hawking.
 (j) "Shop Keeper" means a person owning or having charge of a shop, as defined in bye-law 2(i).
 (k) "Shop Registration Number" means the number allotted to a shop after registration under these bye-laws.
 (l) "Shop Registration Certificate" means a certificate issued to a shopkeeper after registration under these bye-laws.
 (m) "Shop License" means the license issued to a shopkeeper under these bye-laws for the purpose of keeping and running his/her shop.
 (n) "Shop Registration and License Book" means the book maintained by the LMC wherein registration and license of the shop within the Municipal area are recorded.
 (o) "Service" means service of any description which is made available to potential users and includes the provision of facilities in connection with banking, financing, insurance, transport, processing, supply of electrical or other energy, boarding or lodging or both, housing construction, entertainment amusement or the purveying of news or other information, but does not include the rendering of any service free of charge or under a contract of personal services.
 (p) "Words and expressions used in these bye-laws and not defined but defined in the Act shall have the same meanings respectively assigned to them in the Act.

3.
 (a) No shopkeeper shall run a shop or establishment within the Municipal area unless his/her shop is registered at the office of the LMC under these bye-laws;
 (b) A shopkeeper may get his/her shop or establishment registered by making an application in Form-1 on payment of registration fee as specified in the Schedule or as decided by the Council from time to time;

(c) On receipt of an application accompanied by the requisite fee under bye-laws 3(b), the Authority shall, on being satisfied about the correctness of the particulars furnished in the application, register the shop or the establishment as the case may be and issue a certificate of registration in Form-2 and shall be entered in the shop registration and license book;
(d) Registration of the shop remain valid until it is cancelled or revoked on the ground that it remains closed for a period exceeding six consecutive months or that the shop licence is not renewed for two consecutive years.

4.

(a) No shopkeeper shall keep and run a shop within Municipality area unless under a shop licence to be issued in this behalf by the Municipal Council under these bye-laws;
(b) A shopkeeper may obtain a shop licence in application in Form-1 on payment of licence fee as specified in the schedule or decided by the Council from time to time;
(c) A shopkeeper's licence shall be in Form-3 and shall be valid for 5(five) calendar years commencing from the date of issue of licence and expired automatically unless renewed within 90(ninety) days from the date of expiry;
(d) Such shop licence shall bear the Registration Number of the shop and shall be issued in the name of the shopkeeper and shall not be transferable. It should be displayed at a conspicuous place of the shop;
(e) A licence may be renewed without alteration by the authority empowered to grant such licence on payment of renewal fee specified in the schedule or decided by the Council from time to time;
(f) The application for renewal of licence shall be in Form-4,
(g) Every application for the renewal of licence shall be made so as to reach the licensing authority at least thirty days before the date on which it expires :
Provided that if the application for the renewal of licence is not received within the time, specified above, the licence shall be renewed only on payment of a fee amounting to twice the fee ordinarily payable.

5.

(a) The Executive Officer shall be the Registering and Licensing Authority who shall have the power to allow registration, issue and renewal of licence under these bye-laws;
(b) All powers of the Municipal Council in respect of registration and grant, issue, renewal, refusal or cancellation of a licence and all other powers and functions of the Council under these bye-laws or otherwise necessary and expedient for the purposes of these bye-laws shall be exercised by the Executive Officer or any Officer/Employee duly authorised by the Executive Officer in this behalf.

6. It shall be lawful for the Executive Officer or any officer/employee empowered or authorised by him/her in this behalf :
(a) To suspend, withhold or completely revoke the licence or registration on the ground of violation of any of the provision of these bye-laws or the terms & conditions of licence provided that the shopkeeper shall be given an opportunity of being heard before such suspension or revocation;
(b) To cancel or completely revoke a licence if he/she is satisfied that it has been secured by the licencee through mis-representation or fraud or if any of the instructions have not been complied with or the licencee has been convicted for contravention of any of the provisions of the Act or Rules or Bye-laws made thereunder relating to any of the matter in respect of which the licence has been granted;
(c) To issue to the licencee such direction as he/she may deem necessary for securing proper compliance with the bye-laws or in the interest of public safety and health;
(d) To impose/collect and recover fine for contravention of any of the provision of these bye-laws.

7. An appeal shall lie against any order refusing to grant, renew a licence, suspending or withdrawing a licence or registration to the Chairperson; provided that every appeal shall be in writing and shall be accompanied by a copy of the order appealed against and shall be presented within 30 (thirty) days of the order passed.
8. The Registering and Licensing Authority may, with the approval of the Council divide the Municipality area into zones, and classify the shops into categories for the purpose of carrying out these bye-laws conveniently.
9. The LMC may, from time to time, make or issue orders or notifications for expedient implementation, or/and interpretation of these bye-laws.
10.
 (a) If any person violates any of the provisions of these bye-laws, he/she shall be punishable with fine and if the violation/offence is a continuing one, he/she is liable to a fine as prescribed in the Schedule for each day of such violation after conviction;
 (b) All fee and fine payable under these bye-laws shall not be refundable.

SCHEDULE OF FEES AND FINES

Bye-laws No.	Clause of Subject	Fee
3(b)	Registration fee for doing Business:	
	(i) Rs 5 lacs above	Rs. 3,000/-
	(ii) Rs 1 lac above but not exceeding Rs 5 lacs	Rs. 1,500/-
	(iii) Rs 25,000/- above but not exceeding Rs 1 lac	Rs. 1,000/-
	(iv) Rs 25,000/- below	Rs. 500/-
4(b)	Licence fee for doing Business during the years:	
	(i) Rs. 5 lacs above	Rs. 7,000/-
	(ii) Rs. 1 lac above but not exceeding Rs. 5 lacs	Rs. 4,000/-
	(iii) Rs. 25,000/- above but not exceeding Rs. 1 lac	Rs. 2,000/-
	(iv) Rs. 25,000/- below	Rs. 1,000/-
4(e)	Fee for Renewal of licence: As stated above	
10(a)	Penalty:	
	(i) Violation of any provision -	Rs. 1,000/-
	(ii) Continuance of violation for each day -	Rs. 300/-

FORM-I

FORM OF APPLICATION FOR SHOP REGISTRATION/LICENCE UNDER BYE-LAWS No. 3(a) OF THE LAMLAI MUNICIPALITY (REGISTRATION AND LICENSING OF SHOPS) BYE-LAWS, 2021

PHOTO

1. Applicant's Name :
2. Father's/Husband's Name :
3. Age :
4. Address :
 1) Home:
 2) Present:
 3) P.S. of home address:
 4) P.O. :
5. Business dealt in :
6. Valuation of Business (per annum) :
7. Registration No. (if register) :
8. Area of Shop:-
9. Schedule of Shop:
 1) East :
 2) West :
 3) North :
 4) South :
10. Whether the shop is under patta land or Municipality land :
11. Types of structure of shop :
12. Identification by a Councilor:
13. Name of shop (as described in sign board) :

DECLARATION

I/We declare that the particulars given above have been checked up by me/us and found correct. I/We agree to comply with the provisions of these Bye-laws and those which may be changed, altered or modified from time to time under the said bye-laws. I/We understand that any contravention of the Act and Bye-Laws framed thereunder is punishable.

Date:
Place: Signature of the applicant

FORM – 2
REGISTRATION CERTIFICATE

It is hereby certified that _____ has been registered as _____ under the Lamlai Municipality (Registration & Licensing of Shops) Bye-Laws, 2021, on this _____ _____ day of _____ _____ and the Registration No. is _____ dated _____.

Signature of the Registering Officer
SEAL

FORM -3
FORM OF SHOP LICENCE

Under Bye-laws No. 4(c) of the Lamlai Municipality (Registration and Licensing of Shops) Bye-Laws, 2021

Licence No. _____ Date _____

Licence is hereby granted to Shri/Smt _____ S/o, W/o _____ of _____ to run his/her business dealt in _____ in the premises described below under shop Registration No. _____ dated _____ subject to the provisions of the Manipur Municipalities Act, 1994, and the Bye-Laws made thereunder.

The Licence shall remain in force till the _____ day of _____

Dated _____.

Signature of Licensing Authority

DESCRIPTION OF THE LICENSED SHOP

Type of structure of shop:
Schedule:
1) East :
2) West :
3) North :
4) South :

ENDORSEMENT OF RENEWALS

This licence shall be renewable without any concession in fee for five calendar years in the absence of any contravention of any provision of the Manipur Municipalities Act, 1994 or the Bye-Laws framed thereunder.

Date of renewal
Date of expiry

Signature and official seal
of the Licensing authority

FORM – 4
FORM OF APPLICATION FOR SHOP LICENCE RENEWAL

Under Bye-laws No. 4(f) of the Lamlai Municipality (Registration and Licensing of Shops) Bye-Laws, 2021

1. Name of the shop keeper :
2. Father's/Husband's name:
3. Age :
4. Address :
5. Business dealt in :
6. Name of the shop (as described in sign board) :
7. Shop Registration No. :
8. Licence No. :
9. Date of expiry of licence :

Date :

Signature of applicant

THE DRAFT LAMLAI MUNICIPALITY (REGULATION OF HOTELS) BYE-LAWS, 2021

1. Short title, extent and commencement:
 (a) These bye-laws may be called "The Lamlai Municipality (Regulation of Hotels) Bye-Laws, 2021".
 (b) These bye-laws shall extend to the whole area of Lamlai Municipal Council (hereinafter referred to as 'LMC').
 (c) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions :-In these bye-laws unless the subject or the context otherwise requires :
 (a) "Act" means the Manipur Municipalities Act,1994;
 (b) "Chairperson" means the Chairperson of Lamlai Municipal Council;
 (c) "Executive Officer" means the Executive Officer of the Lamlai Municipal Council;
 (d) "Municipal Council" means the Lamlai Municipal Council;
 (e) "Eating house" means any premises to which the public are admitted and where any kind of food is prepared and served as a commercial venture and includes boarding and lodging houses, rest houses, restaurants, café, refreshment rooms, residential clubs ;
 (f) "Form" means form appended to these bye-laws ;
 (g) "Schedule" means the Schedule appended to these bye-laws;
 (h) "Sweetmeat shop" means any premises or part of any premises used for the manufacture, treatment or storing for sale or for wholesale or retail sale of any confections, ice-cream or sweet-meats whatsoever for whosoever intended and by whomsoever name the same may be known and whether the same is for consumption in or outside the premises.
3. No place within the Municipal limits shall be used as a hotel, boarding house, rest house, restaurant, eating house, café, refreshment room, coffee house, sarai, dak bungalow, let-in-tenant, residential club etc; to which the public are admitted, without registration and a licence from the Council.
4.
 (a) (i) Application for registration in Form 'A' with the necessary fees as prescribed in the Schedule shall be made before obtaining a licence under these bye-laws;
 (ii) Application for a licence in Form 'A' with the necessary fees as prescribed in the Schedule shall be made not less than 30 days before the date from which the licence applied for is to commence.
 (b) (i) Every application for Registration and grant of licence shall be accompanied by a plan in duplicate showing the dimensions of and the purpose for which each room and place in the premises is proposed to be used;
 (ii) The applicant shall also be required to furnish such other relevant particulars as may be called for by the Council in connection with Registration or grant of licence.
 (c) Every registration/licence granted under these bye-laws shall be issued in the prescribed form subject to the payment of the prescribed fees as specified in the Schedule or as decided by the Council from time to time;
 (d) The licence so granted shall specify the purpose of and the maximum number of persons allowed in respect of the premises as a whole. One copy of the plan, submitted with the application, shall be returned to the applicant together with the licence and there shall be marked on such copy the number of persons allowed for each room;
 (e) A licence shall be valid upto the 31st March of a year and may be renewed every year;
 (f) Every application for the renewal of a licence shall be made in form 'A' at least 30 days prior to the date of expiry of the licence;
 (g) Registration granted under these bye-laws shall remain valid until it is cancelled or revoked on the ground that it remains closed for a period exceeding six consecutive months or that the licence is not renewed for two consecutive years.

5.

(a) Every licensee under these bye-laws shall pay the licence fee as fixed annually in advanced before expiry;
(b) The renewal of a licence may be refused or withheld by the Council without assigning any reasons thereof;
(c) The licence issued/renewed under these bye-laws may be cancelled at any stage and time without notice for violation of any provisions of these bye-laws or the terms and conditions of the licence;
(d) No licence granted under these bye-laws shall be transferable either by the person to whom or from the place to which it is granted;
(e) The licence shall be affixed in a conspicuous place to which it pertains with the purpose of the licence and the name & address of the licencee correctly stated.

6.

(a) The LMC may at any time after the grant of a licence either reduce or increase the maximum number of lodger in case of reduction or increase of the available space in the premises or due to deterioration of sanitary conditions;
(b) In those cases where sleeping accommodation is provided for customers:
 (i) Such accommodation shall not be less than 10 sq. mtrs of floor area and 10 cubic meters of a space per head;
 (ii) Every room used for such accommodation shall be adequately lighted, ventilated and shall be kept and maintained in a sanitary condition;
 (iii) Connected latrines and urinals in sewered areas and sanitary privies with septic tank arrangements in non-sewered areas and suitable bathing and washing places properly paved and drained shall be provided for the use of the customers and the servants/employees in the premises.
(c) The premises for any of the purposes mentioned under these bye-laws shall be constructed of such durable materials as may be approved by the Executive Officer;
(d) Every such premise shall contain suitable separate accommodation for the preparation, storage and service of food. The place where preparation of food or tea, coffee is made shall be separated from the place where storage and service of food to customer is arranged;
(e) The licencee shall ensure that no dust or smoke enters the place where storage/service of food is made and that in no case oven or chulla is placed in front of the premises;
(f) The floor shall be cemented and the premises shall be provided with sufficient means of effectual drainage;
(g) The licencee shall cause every drain to be maintained at all times in good order and efficient condition. If sewerages exist , they should be properly trapped;
(h) The licencee shall provide suitable washing platforms having impervious surface;
(i) The licencee shall provide sufficient latrines and urinals. Every latrine, privy or urinal on the premises shall be kept clean and thoroughly dis-infected daily. The Council may require the licencee to construct sanitary latrine which the licencee shall provide for;
(j) The licencee shall provide suitable means of ventilation and lighting every room in such premises and shall cause the same to be maintained at all times in good order and efficient condition;
(k) The furnace and the cook-room shall be so constructed and ventilated and shall be of such a nature and so used as to prevent any nuisance from smoke, provided, however, that in no case shall roadside oven or furnaces be allowed. Necessary firefighting equipment shall be installed at suitable place of the hotel and fitness certificate shall be obtained from the concern authority of the Manipur Fire Services;
(l) The licencee shall provide and use in connection with his/her business:
 (i) Proper receptacles made of galvanized iron or other suitable material to be approved by the Executive Officer or any other officer authorised by him/her in that behalf for the storage of adequate filtered water for the purpose of cooking, drinking and washing

utensil, such receptacles being provided with a tight fitting lid or cover at the top with lock and key arrangement and screw cap at the bottom for draining and cleansing residual water and tap or taps at the side 4 inches above the bottom level and which shall be placed on a stand or platform at least 3 feet above the ground level;

(ii) Safe for keeping uncooked meat, fish or other food, such safes being freely ventilated by panels of perforated size and so constructed as to prevent access of flies therein;

(iii) Suitable receptacles of vessels for cooking milk or prepared food stuff in such a manner so as to prevent contamination thereof by dust, flies, vermin or any other thing likely to affect it in such a way as to make it injurious to human health.

(m) No filtered water for purpose of cooking or drinking no uncooked meat, fish or other food and no milk or prepared food stuff shall be kept or stored except in receptacles, safes or vessels as prescribed in bye-law 12;

(n) The desirable number of water closets, ablution tap, wash-bin, baths, slopsinks, kitchen sinks and dish-washers shall be provided as directed by the Council;

(o) The furniture kept for the convenience of customers shall be made of non-absorbent material and shall be kept clean at all time;

(p) There shall be provision for sanitary refuse bin of adequate size provided with lid to be kept for the collection and storage of all refuses, garbage, waste food, sweeping of the floor and even ashes etc. to be emptied into the nearest Council dustbin and thoroughly cleansed at least twice in every twenty-four hours or as may be necessary;

(q) Every part of the internal surface of the walls and ceiling of every building in such premises shall be tone washed at least 4 times in every year and the wood work therein, if any, shall be painted at least once every year;

(r) No vessel or utensil which is likely to get corroded or to give a metallic or other unwholesome taste or in any way deleteriously affect the quality of such article of food shall be used;

(s) Every cup plate, knife, fork, spoon or other such article used in the distribution or consumption of food shall after being used by any person be thoroughly secured and cleansed with running filtered water and later by hot water before it is allowed to be used by any other person and shall be kept and maintained in a thoroughly clean and sanitary condition. No cups, saucers, dishes and other utensils cracked or with broken edges shall be used;

(t) All provisions or materials so used for the purpose of business shall be good and adulterated or unwholesome provisions, food stuff or materials shall not be used, sold or exposed for sale. Provision not required for immediate use shall be stored in closed bins and suitably protected against chemical action;

(u) No foodstuff of any sort which is unwholesome, offensive or in any way unfit for human consumption in the opinion of the Council shall be stored, served, sold or exposed for sale in the premises:

(v) (i) Dried fruit, out slices of fruit, cooked food and all other articles of food or drink kept ready for human consumption in the premises shall be stored or exposed for sale in such manner as to protect them completely from dust, effusive, flies or other vermin;

(ii) Such articles exposed for sale, shall be kept in clean vessels or platesmade of glass or metal covered with enamel or tin-lining placed in glass cases if necessary, with fly-proof perforated zinc or steel at the top for ventilation;

(iii) No such articles shall be touched by hand and only clean spoons or other cuttery shall be used for serving them;

(iv) All papers or leaves used for wrapping an article of food shall be clean and stored in a clean rack of box;

(w) No article of food intended for human consumption shall be stored in such a way as is likely to permit the absorption of noxious gases or vapors, or in any room or place opening directly into a place where persons sleep or reside or where animals are kept or which communicates directly with a latrine or drain;

(x) Care shall be taken by the licencee for transmission of articles of food in such a manner as to prevent all chances of contamination;

(y) No part of the building or premises shall be used at any time for purposes of human habitation unless such building is sufficiently detached or separated from the rest of the said premises;

(z) The licencee shall allow only servants who are redressed in clean clothes to attend on the customers, servants employed in the manufacture, preparation or handling of any article shall wear clean clothes;

(aa) The licencee shall forthwith report to the Council any case of dangerous infections or contagious disease occurring in the premises;

(bb) The licencee shall arrange for vaccination inoculation of the employees engaged in preparation or distribution or handling of any article of food from time to time or as often as the Council may require, when so required he/she shall cause such employees being free from disease or infection of any kind and fit, to carry on such business;

(cc) No person suffering from an open sore or any loathsome, infections or contagious disease or has recently been in attendance on a person suffering from such disease shall carry on such business or be employed in or to assist in carrying on such premises or be allowed to enter any part of such premises;

(dd) The licensee shall ensure that no person shall spit in or upon such premises except in such receptacle or places as provided for such purpose. The premises shall be provided with sufficient number of spittoon(or spittoon) shall be conveniently placed and cleansed and disinfected daily;

(ee) No dog or cat or cattle shall be stabled or allowed to be stabled either permanently or temporarily in any part of such premises;

(ff) Care shall be taken by the licencee to prevent unreasonable amount of noise being created or used of broadcasting of playing of gramophones with or without pickup loudspeaker arrangements so as to avoid annoyance or discomfort to the owners or occupier of house in the vicinity;

(gg) No impediment or encroachment shall be made on the foot path or road or over drain by placing the benches, tables, bottles, boxes or any other refuse collected from the premises;

(hh) The licencee shall ensure sufficient cleanliness of the frontage and that no road or drain or footpath is used for storage of garbage rubbish or other refuse collected from premises;

(ii) The licencee shall not at any time receive or allow to be received into the licensed premises or into any room or part thereof a greater number of persons than the number specified in the license and in the place annexed thereto;

(jj) The license shall when such premises are intended for habitation of both sexes, also provide and maintain separate sleeping accommodation and conveniences for the use of boarders of either sex;

(kk) The show-cases displaying and storing articles of food or drink kept ready for human consumption shall be properly maintained and shall be kept free from flies, rats or dust. These shall never be exposed and shall always be fully and permanently covered at the top sides and the front;

(ll) No material structural alteration in the premises shall be made by the licencee without the previous sanction of the Executive Officer;

(mm) The licencee shall put up in each road in such premises a Board notifying the dimensions thereof and the maximum number of persons permitted to lodge therein;

(nn) The licencee shall immediately on knowing that any person in the premises is suffering from any infectious, contagious or dangerous disease adept such precautions as may be necessary to prevent the spread of infections and inform the Executive Officer or the health officer of the Council;

(oo) The licencee shall immediately after the death, removal or recovery of any person who may have been ill of any infectious, contagious or dangerous disease cause every part of the room occupied by such person to be thoroughly disinfected in the manner specified by the Executive Officer/Health Officer of the Council and shall not admit any person into such room until permitted by the Executive Officer/ Health Officer;

(pp) The licencee shall also give or cause to be given written notices to the Council on the occurrence of any birth, death or dangerous road accident in the premises;

(qq) (i) The licencee shall either himself/herself reside in the premises or keep an agent approved by the Council as resident therein and shall maintain a register showing therein the number and names of lodgers, the rooms occupied, the period of occupation and such other information or as may from time to time be specified by the Council;

(ii) A register showing the names and particulars of the employees of the hotel like cooks, servants, waiters and whoever is concerned with the service of the hotel shall also be maintained and made available to the inspecting team of the Council or any concerned authority;

(rr) A Board specified the rates and charges for different items of food and for lodging shall be prominently displayed in the premises;

(ss) A Board starting the purpose for which such premises are intended and the hours of it working shall be fixed or caused to be fixed in a conspicuous place in such premises;

(tt) The licencee shall keep a complaint book for entering remarks or nothing complaints by the customers and such book shall be open for inspection by any inspecting officer of the Council;

(uu) The powers of the Council in respect of grant, issue, renewal, refusal or cancellation of a licence and all other powers and functions of the Council mentioned in these bye-laws of otherwise necessary or expedient for the purposes of these bye-laws shall be exercised by the Executive Officer and/or any other Officer or employee of the Council duly authorized by the Executive Officer in this respect;

(vv) It shall be lawful for the Executive Officer or any Council employee/Officer authorized or empowered in this behalf by him/her or under any provision of the act:

(i) To inspect the premises provisions, articles or food or drink all utensils and furniture on the premises and to take samples of any provisions, any articles of food or drink manufactured or kept for sale therein samples so seized may be subjected to chemical or other examination to ascertain its purity or otherwise;

(ii) To remove or cause to be removed forthwith from such premises any article or food or drink which in their opinion is stale, unwholesome, offensive or unfit for human consumption besides prosecuting the license for violating the bye-laws;

(iii) To issue to the licencee such direction as he/she may deem necessary for securing proper compliance with the bye-laws or in the interest of public health;

(iv) To suspend or completely revoke any license granted under these bye-laws in respect of any place on grounds of public health or safety or where any of the conditions specified in these bye-Laws are not being strictly observed provided that such suspension or revocation of the license shall not be deemed to exempt the licensee on any other person from liability to prosecute under these bye-laws and provided further that such suspension or revocation shall be made only after an opportunity is given to the licencee to show cause in the matter;

(v) To seize, detain, destroy and/or dispose articles of food or drink and vessels; utensils etc., used for manufacturing, preparing or keeping such articles of food or drink as are stale unwholesome, offensive or unfit for human consumption and to close down and lock the premises in whose respect licence have been suspended cancelled or not renewed;

(vi) To revoke the licence granted under these bye-laws if he/she is satisfied that it has secured by the grantee through misrepresentation or fraud or if any of the instruction have not been complied with or the grantee has been convicted for contravention of any of the provisions of this Act or any Rules or bye-laws made thereunder relating any matter for which the license or permission has been granted, provided that before making any order of suspension or revocation; reasonable opportunity shall be afforded to the grantee or the licencee to show cause as to why it could not be suspended or revoked;

(ww) The holder of the licence or the servants or the manager shall produce the licence at all reasonable hours for inspection if so required by the Executive Officer or an employee authorized by him/her in this behalf;

(xx) An appeal against any order passed or instruction given by an officer subordinate to the Executive Officer and against order passed or instruction given by the Executive Officer shall file to the Chairperson. The decision of the Chairperson in appellate matters shall be final and nofurther appeal shall be allowed;

PENALTY

(yy) Whoever commits a breach of any of these bye-laws or any other conditions of the licence and agreement shall be punishable in addition to the penalties imposed under the Act:
(i) With a fine which may extend to Rs. 500/-(Rupees five hundred) and
(ii) In case of continuing contravention with additional fine which may extend to Rs.100/- (Rupees hundred) for everyday during which such contravention continues after receipt of the notice to discontinue the breach of these bye-laws;

(zz) A fine not realized within 15(fifteen) days from the issue of notice shall be deemed to be in arrear and may be realized as an arrears of land revenue.

SCHEDULE

THE RATES OF LICENCE/REGISTRATION FEES

Class	Particulars	Licence fees for 5(five) years	Registration fees
1	2	3	4
Class-I	Where the business is run on a big scale with lodging accommodation or with separate rooms for Kitchen, Dining, Hall and lodging accommodation	Rs. 10,000/-	Rs. 3000/-
Class-II	Where separate rooms are kept for kitchen and large variety of food is kept for sale	Rs. 7,000/-	Rs. 2,000/-
Class-III	Where the business is run on a small scale and arrangement for cooking and eating is made in the same room	Rs. 5,000/-	Rs. 1,000/-

FORM 'A'

Application for Registration/Licence/ Renewal of Licence

1. Full name and address of applicant:
2. Father name:
3. Age:
4. Purpose for which registration/License is required:
5. The place in respect of which the registration/license is required:
6. (i) Ward No.:
 2) Street.:
 3) Holding No.:
 4) Registration No. (in case where registration has already been made):
 5) Boundaries for Identifying the place:
7. The name and address of owner of Holding:
8. The rent of the place or the estimated rental value when the applicant is the owner of the premises:
9. Period for which license is required:

I declared that all information above is true to my knowledge and belief.

Date Signature of Applicant

Witness:

1. Name :
 Address:
2. Name :
 Address:

Strike out which is not applicable

FORM "B"
REGISTRATION CERTIFICATE

It is hereby certified that has been registered as under the Lamlai municipality (Regulation of Hotels, Boarding & Lodging houses, Rest Houses, Restaurants, Eating houses, Café, Refreshment rooms, Residential Clubs etc.) Bye-Laws 2021, this.....day 20.....and the Registration No. is dated

SEAL

Signature of the Registering Officer
Lamlai Municipal Council

FORM "C"

FORM OF LICENCE

This licence is granted to Shri of..... for the use of (Insert description of place) as a Hotel/Restaurant/Eating house/Boarding or lodging house or Tea House under Registration No. dated

This license will expire on the It is subjected to the condition set forth in the bye-laws of the Council framed under the Municipality Act. The maximum number of person allowed for lodging in the premises shall be as detailed in the plan referred herewith.

Executive Officer
Lamlai Municipal Council

THE DRAFT LAMLAI MUNICIPALITY (REGULATION AND GRANTING OF MOBILE STALL/VENDOR/HAWKER-LICENCE) BYE-LAWS, 2021

1. Short title extent and commencement:
 (a) These bye-laws may be called "The Lamlai Municipality (Regulation and Granting of Mobile Stall/Vendor/Hawker-Licence) Bye-Laws, 2021".
 (b) These bye-laws shall extend to the whole area of Lamlai Municipal Council (hereinafter referred to as 'LMC').
 (c) They shall come into effect from the date of their publication in the Manipur Gazette.
2. Definitions:- In these bye-laws unless the subject or the context otherwise requires :
 (a) "Act" means the Manipur Municipalities Act,1994;
 (b) "Chairperson" means the Chairperson of the Lamlai Municipal Council;
 (c) "Executive Officer" means the Executive Officer of the Lamlai Municipal Council;
 (d) "Municipal Council" means the Lamlai Municipal Council;
 (e) "Mobile stall/Vendor/Hawker" means and includes any person using/occupying public road/street place for sale of goods/services;
 (f) "Public road/street" means any road, street square, court alley passage or path way over which the public have a right of way whether a thorough fare or not and includes:
 (i) The road way over any public bridge or cause way;
 (ii) The footway attached to any such roads, public bridge or cause way; and
 (iii) The drains attached to any such roads, public bridge or cause way and the land whether covered or not by any pavement, vendors or other structure which lies on either side of the roadway up to the boundaries of the adjacent property whether that property is private property or Government property;
 (g) "Public place" means a space not being private property which is opened to the use or enjoyment of the public whether such space is vested in the Council or not.
3. No itinerant vendor or hawker or any other person shall use or occupy any public road or street or place in the Municipality area for the sale of articles or the exercise of any calling or for setting up any booth or stall unless he/she obtains a license from the Council in the Form-A annexed hereto.
4. The licence shall be effective for one calendar month and shall be renewed from month to month. The monthly fees for the licence shall be fixed within the range from Rs. 5/- to Rs. 10/- per sq.ft.
5. The licensing authority shall be the Executive Officer of the Council or any subordinate officer duly authorized by him/her.
6. Everyone who desires to obtain the licence/renewal of licence shall submit to the licensing authority an application in Form-B annexed hereto available at the Council office on payment of Rs. 50/- per copy.
7. The conditions subject to which a licence may be granted shall be as follows :-
 (a) The licencee shall not cause any nuisance or obstruction to any public road, street/place;
 (b) He/she shall not expose for sale of any articles not included in the licence;
 (c) The licencee shall not ring any bell or use any mechanical or other contrivance to direct to attention of the customers;
 (d) The licencee shall observe the utmost cleanliness in selling articles;
 (e) The Executive Officer or any subordinate duly authorized by him/her in this behalf shall have the power to destroy any article exposed or offered for sale which in his/her opinion are unwholesome :
 (f) The licence shall be effective for one month from the date of issue;
 (g) The licence is not transferable;
 (h) The licence shall always be carried by the licencee and produce on demand for the inspection of the Executive Officer or any subordinate duly authorized by him/her;

(i) The licence is liable to be revoked if the licence or any servant accompanying is found to be suffering from any dangerous or infectious disease;
(j) The Executive Officer may at any time revoke or cancel the licence if in his/her opinion the licencee has infringed any of the conditions of the licence and in such a case the licencee shall not be entitled to claim any refund of fees or any damages whatsoever;
(k) The licence fees shall be paid in advance ;
(l) The licence shall be valid for the allotted area entered in the licence ;
(m)The licencee shall not erect any permanent structure on the area allotted to him/her. He/She may keep movable stall/cart of such specification design as approved by the Executive Officer;
(n) The licencee shall not squat or expose articles or sale except in the space allotted to him/her and entered in the licence;
(o) The licensee shall vacate the allotted area within 48 hours if it is required for repair, reconstruction or other Municipal or Government purpose. The licensee will, if possible, be accommodated elsewhere but it will not be incumbent on the Executive Officer to do so and the fee already paid will not be refunded;
(p) The licensee shall give every facility to the Municipality employee to clean the area allotted to him/her;
(q) If after issue of the licence the area occupied by the licensee in any month is found to have been exceeded, an additional fee will be payable according to the additional area occupied by him/her;
(r) The licensee keeping a mobile hand-cart shall keep his/her hand cart reasonably on the move and shall not cause any nuisance or obstruction to the public traffic either on road, street or foot path;

8. Whoever violates the provision of these bye-laws shall be punishable with fine which may extend upto Rs. 2,500/-(Rupees two thousand five hundred) and with fine which may extend upto Rs. 500/-(Rupees five hundred) for every subsequent offence after the first conviction.

FORM 'A'
(See bye-law 3)
LAMLAI MUNICIPAL COUNCIL
(Mobile Stall/Vendor/Hawker)

LICENCE

PHOTO

1. Licence No. _____
2. Name of Licensee _____
 (in full block letters)
3. Father 's/ Husband's name _____
4. Address of licensee :-
 I. Present _____
 II. Permanent_____
5. Personal Age :-_____
6. Type of business / trade _____
7. Place / area allotted _____
8. Size of stall / vendor _____
9. Date of issue of licence _____

Licensing Officer
Lamlai Municipal Council

Date of Payment	Validity	Signature of Licensing Officer	Remark

(The reverse page of licence)
The conditions of the licence of bye-laws-8

FORM 'B'
APPLICATION FORM FOR LICENCE/RENEWAL OF LICENCE FOR MOBILE STALL/VENDOR/HAWKER

PHOTO

1. Name of the applicant : _____
 (in full block letters)
2. Father's / Husband's name : _____
3. Address of the Applicant :
 I. Present : _____
 II. Permanent : _____
4. Personal Age : _____
5. Type of business / trade : _____
6. Place / location of business applied for : _____
7. Size of the stall / vendor applied for : _____

I, hereby, declare that all information above is true to the best of my knowledge and belief. I agree to comply with the provisions of the bye-laws and other rules and regulation of the Lamlai Municipal Council and those which may be changed, altered or modified from time to time. I understand that any contravention of the Act and bye-laws framed thereunder is punishable.

Date: Signature of the applicant
Place:

Note: Two copies of passport size photograph of the applicant shall be accompanied with the application

THE DRAFT LAMLAI MUNICIPALITY (ADVERTISEMENT) BYE-LAWS, 2021

1. Short title, extent and commencement :
 (a) These bye-laws may be called "The Lamlai Municipality (Advertisement) Bye-Laws, 2021".
 (b) These bye-laws shall extend to the whole area of Lamlai Municipal Council (hereinafter referred to as 'LMC').
 (c) These bye-laws shall come into effect from the date of their publication in the official gazette.
2. Definitions:-In these bye-laws unless the subject or the context otherwise requires :
 (a) "Act" means the Manipur Municipalities Act, 1994;
 (b) "Chairperson" means the Chairperson of Lamlai Municipal Council;
 (c) "Executive Officer" means the Executive Officer of Lamlai Municipal Council;
 (d) "Municipal Council" means the Lamlai Municipal Council;
 (e) "Advertisement" means all types and classes of advertisement created, fixed or displayed at any place, area other than those published in the news papers;
 (f) "Permission" means a permission for erection, fixation or display of advertisement granted under these bye-laws;
3. No person shall erect, exhibit, fix, retain or display or cause to be erected, road exhibited, fixed retained or displayed any advertisement in any land, street, public park, place of public resort or entertainment, public or private vehicle, public or private place, public or private building, wall boarding frame, structure tree, lamp post or telephone post/poles or any structure or area visible from any public place or road without a valid permission obtained from the LMC under these bye-laws.
4. For the purpose of granting permission under these bye-laws, the LMC may :
 (a) Classify the advertisements into various categories, types and classes of advertisement;
 (b) Prohibit partially or completely any or all types, classes and categories of advertisement in any or all area of the municipality area;
 (c) Prescribe the method and manner of erection, exhibition, fixation, retention or display of any or all classes/types of advertisements by general or specific orders that may be issued to the public or the person concerned;
 (d) Fix and levy fees in respect of various areas, categories, types and classes of advertisements in schedule appended to these bye-laws or as decided by the Council from time to time:
 (e) Permit licence, to be obtained under these bye-laws, to persons or agencies to undertake production and display of advertisement on behalf of others.
5.
 (a) Every person desiring to erect, exhibit, fix, retain or display advertisement shall send or cause to be sent to the Executive Officer not less than seven clear days before advertising is to be made and in time printing advertisements or copies thereof or exhibiting them in any manner, a notice in duplicate in the prescribed form with all particulars required therein together with a copy of the matter to be advertised;
 Provided that the Executive Officer may for reasons to be recorded in writing reduce the time limit in special cases;
 (b) The grant or refusal of permission shall be intimated to the applicant in the prescribed form within seven days from the date of receipt of notices or such time as may be prescribed. The permission shall indicate the tax payable by the applicant in advance on the advertisement the manner and method of advertisement, the period of validity of the permission;

(c) The permission so granted shall be issued on payment in advance of the taxes as fixed;
(d) The LMC may also require all copies of the advertisement to be affixed the seal of the LMC as token of the tax having been collected;
(e) The production of the copies of the advertisement for the purpose of affixing the seal of the LMC or the incorporation of the number of permission and date shall not be insisted upon in any case where the nature of the advertisement does not admit of such production or incorporation;
(f) The permission may be refused among others on the ground that the contents or the manners of the display of the advertisement are indecent or otherwise offensive to good taste or public sentiment.

6.

(a) No advertisement shall be printed, painted, erected, fixed, exhibited, retained or displayed in violation of the bye-laws framed or orders/instructions issued by the LMC in this regard;
(b) No advertisement shall be allowed in prohibited areas as declared by the LMC;
(c) No-objection certificate shall be produced from the concerned authorities in case of advertisements intended to be fixed, erected or displayed on lamp posts or telephone posts;
(d) The mark sign or the seal of the LMC or the Executive Officer that may be put on the advertisement shall not be defaced or caused to be defaced by any person;
(e) The advertisement hoarding :
 (i) Shall not be more than 9 meter high from the ground level;
 (ii) Shall not project or be over the public way more than 15 m beyond the general line of building in the street for which a regular line of street has been prescribed;
 (iii) Shall not in the opinion of the LMC be disproportionately large in comparison with the size of the land or building on which they are displayed;
(f) The correct name and address of the printer, painter or producer of the advertisement shall be legibly written in all copies of the advertisement. Every such printer, painter and producer shall also maintain true accounts and records of the person for whom the work was done, the number of copies printed/painted/produced and shall be produced before the SMCwhenever so required;
(g) The permission once granted may be withdrawn at any stage and time by the LMC in the interest of public order and prevention of nuisance and also on the ground of any violation of the provision of these bye-laws of the conditions of permission.

7. (a) No person or agency shall undertake to produce or display advertisement on behalf of other in the Municipality area without a valid license obtained from the LMC under these bye-laws;
(b) License for production and display of advertisement on behalf of others may be obtained by submitting an application in the prescribed form to the LMC along with the necessary registration fee in schedule appended to these bye-laws or as decided by the Council from time totime;
(c) The license may be granted or refused at the discretion of the LMC without assigning any reason thereof;

8. (a) The licensee shall be subject to license fee payable in advance at the time of issue of license and subsequently before the expiry of the validity period. In addition, the licensee shall be required to furnish a security deposit at the time of issue of license the amount of which may be fixed by the LMC from time to time:

(b) The license shall be valid only for the period of time granted and expire automatically unless renewed and may be automatically renewed on payment of annual license fee before the expiry of license;

(c) The license issued/renewed may be cancelled or revoked at any stage and time by the LMC for violation of any of the provisions or these bye-laws or terms and conditions of the license;

(d) The license shall not be transferable;

(e) A licensed advertiser shall before displaying or causing the displays or advertisements satisfy himself/herself that the permission of the LMC has been obtained and the tax due thereon has been paid;

(f) A licensed advertiser shall maintain and furnish proper records and accounts of the advertisements displayed or caused to be displayed by him/her whenever required by the LMC.

9. The power of the grant, refusal, renewal, cancellation of revocation of permission or license for advertisement or any other power that is necessary and expedient for the purpose is vested to the Executive Officer or any Officer/Employee authorized by the Executive Officer in this behalf.

10. An appeal against an order passed or instruction given by the Executive Officer shall lie to the Chairperson of the LMC. The decision of the Chairperson in all such appellate matter shall be final and no further appeal shall be allowed.

11. Whoever commits a breach of any of the bye-laws above shall be punishable in addition to the penalties imposed under the Act with a fine which may extend to Rs.1,000/- (Rupees one thousand) and in case of a continuing breach with an additional fine which may extend to Rs. 50/- (Rupees fifty) for every day during which such breach continues after receipt of notice from the Council to discontinue such breach.

SCHEDULE

TAX ON THE LAMLAI MUNICIPALITY (ADVERTISEMENT) BYE-LAWS, 2021

1. 1) In respect of non-illuminated advertisement on cloth hung across the street :

(1) In a street of 3m to 6m in breath, Rs. 200/- per calendar month or less than a calendar month.

(2) In a street of above 6m in breath, Rs. 500/- per calendar month or less than a calendar month.

2) In respect of advertisement on hoarding, walls, posts, stands, traffic island in the form of non-illuminated sky sign at the rate within the following range:

	Upto a week	per month	per year
(1) For a space not exceeding 1 sq.m	Rs. 50/-	Rs. 200/-	Rs. 2,000/-
(2) For a space over 1 sq.m upto 2 sq.m	Rs. 70/-	Rs. 250/-	Rs. 2500/-
(3) For every additional 1 sq.m or less than the size of (2) above	Rs. 20/-	Rs. 80/-	Rs. 800/-

2.

1) In respect of non-illuminating advertisement on vehicles conveyance:

	Upto a week	per month	per year
(1) For every vehicle other than motor car or lorry or any other means of conveyance propelled by electrical power.	Rs. 50/-	Rs. 180/-	Rs. 1800/-
(2) For each motor car or lorry or any other Conveyance propelled by mechanical Power.	Rs. 30/-	Rs. 100/-	Rs. 1,000/-
(3) For other conveyance such as rickshaw tonga etc.	Rs. 20/-	Rs. 70/-	Rs. 700/-

Note: Mere exhibition of the name of the owner of vehicle lorry or car or any conveyance is not an advertisement liable to tax.

2) Advertisement on Board carried by the stand-with boardmen.

Upto a week	per month	per year
Rs. 50/-	Rs. 180/-	Rs. 1,800/-

3) Illumination advertisement and sky sign at the rate within the following range.

	Upto a week	per month	per year
(1) For a space upto 0.85 sq.m	Rs. 100/-	Rs. 350/-	Rs. 3,500/-
(2) For a space above 0.85 sq.m upto 1 sq.m	Rs. 150/-	Rs. 500/-	Rs. 5,000/-
(3) For every additional 1sq.m or less to size of above	Rs. 50/-	Rs. 180/-	Rs. 1800/-

Note: For the purpose of calculation of size of an illuminated advertisement of sky sign. the greatest length and greatest breadth will be taken into consideration at the rates within the following range

i. Advertisement exhibition on Screens by means of lantern Slides or other devices in cinema House or other public places.

Upto a week	per month	per year
Rs. 150/-	Rs. 500/-	Rs. 5000/-

Note: Fraction of a month or year shall be calculated at the basis of calculation of a week or a month if it is necessary.

THE DRAFT LAMLAI MUNICIPALITY (REGULATION OF MARKET) BYE-LAWS, 2021

1. Short title and commencement :
 (a) These bye-laws may be called "The Lamlai Municipality (Regulation of Market) bye laws, 2021"
 (b) These bye-laws shall come into force from the date of their publication in the official gazette
2. Definition : In these bye-laws, unless the subject or the context otherwise requires:
 (a) "Act" means the Manipur Municipality Act, 1994;
 (b) "Chairperson" means the Chairperson of the Lamlai Municipal Council;
 (c) "Executive Officer" means the Executive Officer of the Lamlai Municipal Council;
 (d) "Municipal Council" means the Lamlai Municipal Council;
 (e) "Licence" means a formal written permission granted to person/persons for carrying out business within the markets as defined in the act,
 (f) "Municipality Market" means a market belonging to or maintained by the Council
 (g) "Private Market" means a market not belonging to or maintained by the Council
 (h) "Licensee" means a person, firm, corporation or an association who/which is licensed to run the establishment or carry any business in a Municipality or Private market in any allotted shop, stall, shed, stand pan, or plot thereof
 (i) "Dealer" means a person carrying on the business of buying and selling of articles whether wholesale or retail and whether or in not in conjunction with any business and includes an agent or any employee engaged by him/her for the business
 (j) "Health Officer" means an officer so appointed by the Municipal Council
 (k) "Tenant" means a person, firm or association with whom an agreement is written has been executed by the Council in respect of room, stalls in a Municipality Market

MUNICPALITY MARKET

3. (a) The Council may provide places for use as Municipality Market
 (b) No shop, room, stall, shed pan stand or plot in a Municipality Market shall be allowed for use except by way of licence under these bye-laws
 (c) No person shall occupy or carry on any occupation, business or calling in any shop, room, stall, shed pan stand or plot in a Municipality Market without a valid license obtained from the Council under these bye-laws
4. The Council may levy any one or more of the rents/fees at such rate as provided in the schedule appended to these bye-laws.

Farming out of Municipal Market

5. The Council may, whenever considered necessary in the interest of efficient management and administrative convenience, farm out any Municipal Market in respect of collection of fees and tolls by public auction in accordance with regulations framed in this behalf.
6. Procedure for grant & renewal of license
 (a) Licence may be issued by call of public application & draw of lots or any other manner as decided by the Council from time to time subject to the terms and conditions stipulated in these bye-laws
 (b) Application for grant of licence under these bye-laws shall be made in the prescribed manner with the necessary fees as fixed by the Council from time to time to the Executive Officer not later than 30 days before the date from which the licence applied for is to be commenced or such time as notified by the Council
 (c) A licence granted under these bye-laws shall be valid upto 31st March of a year and may be renewed every year
 (d) Application for renewal of licence shall be made in Form A to the Executive Officer at least 30 days prior to the expiry of the licence
7. Condition of grant of licence :

(a) Every licence granted under these bye-laws shall be issued subject to the payment of licence fee as prescribed in the schedule. Such licence fee shall be payable annually in advance before the issue of license and subsequently before 31st March of every year
(b) The license shall expire on 31st March of a year unless renewed according to these bye-laws
(c) The renewal of a license may be refused or withheld without assigning any reason thereof
(d) The license issued/renewed under these bye-laws may be cancelled if any of the provisions of these bye laws or the terms and conditions of the license is violated
(e) No tenant/license shall occupy or carry on business in the market without payment of the license fee rates in specified in the schedule
(f) No person shall occupy or continue to occupy any shop, stall, shed, plot or any part thereof in a Municipal Market after completion of a normal term not exceeding a financial year without renewal of the license unless terms & conditions of the licence specially permits occupation of the said shop, stall, shed or plot for more than the normal terms of one year at a time
(g) The legal successor or successors after the death or otherwise of the licensed tenant/occupier shall not be eligible or entitled to occupy the shop, stall, shed or plot
(h) No license of his/her legal agent or attorney or successor shall have a right to claim renewal of the license as a matter of perpetual successor and the Council shall be competent to refuse renewal of the agreement in such cases, if it consider it so necessary
(i) No tenant/license shall sell/assign or otherwise part with the possession of the right of occupation of a shop, stall, shed or plot in a Municipal Market to any other person on payment of premium in the nature of the good will or for any other consideration
(j) No tenant/license shall let out the whole or any part of the shop stall, shed or plot and/or transfer the right of occupation of the said room, shop, stall, shed or plot to any person
(k) Every tenant/license in a Municipality Market who shall employ another person to carry on his/her business at such shop, stall, shed stand or other place on his/her behalf as his/her substitute shall register the name of such person with the Council. Such tenant/licensee shall forthwith cease to employ at such shop, stand or other place any person whose employment in that capacity may be prohibited in writing by the Council.
(l) No part of the shop, stall, shed or plot within a Municipality Market shall be used as godown or for storage of articles for remodeling of any shop, stall, shed or plot in his/her possession or otherwise
(m) No tenant/license shall remove or dismantled any Municipal property or anyway cause loss or damage to Municipal property in a Municipal Market

8. Where a Municipality Market is farmed out and the right to collect tolls, rent or fees is sold either in public auction or by inviting tenders and a lessee is appointed under such terms and conditions as may be prescribed, the lessee shall in addition to the following conditions :-
(a) The lessee shall not demand more than the prescribed toll, rent or fees from any licensee carrying on business within the Municipality market and shall issue prescribed receipts against payment of such toll or rents fees
(b) The lessee shall not evict any license from the Municipal Market without prior permission of the Council
(c) The lessee shall not allow licensee to occupy drain, interior path, open spaces within the Municipality Market or allow to act in any other manner which will hinder free movement of people visiting the Market
(d) The lessee shall report immediately to the appropriate Municipal Authority of any unauthorized construction, extension or repair of any shop, stall, shed or plot in a Municipality Market

(e) The lessee shall maintain or cause to maintain the market in proper sanitary condition according to terms and conditions of lease

(f) The lessee shall comply with or cause compliance of all the provisions under these bye-laws

9. 'Private Market'

(a) No persons, a body of person, group firm or society shall establish or run any private market without obtaining a valid license from the Council for this purpose

(b) Application for granting license for private market shall be made by the owner of the place or his/her duly authorized agent or attorney at least 45 days before such place is intended to be used as a market to the Executive Officer

(c) License issued for private market shall expired on 31st December of every year and shall be subject to renewal on the 1st January of every subsequent year

10.

(a) The license for a private market may be granted, renewed, refused or withheld subject to such regulations as to the sanitation inspection and to such condition as to the sanitation drainage, water supply, width of path and ways weight and measures to be used and rents and fees to charged in such market as fixed by the Council from time to time

(b) The Executive Officer shall cause a notice to the effect that the market has been so licensed to be affixed in some conspicuous place at or near the entrance of every such market

(c) When a license has been refused or withheld as aforesaid, the Executive Officer shall cause a notice of such refusal or withholding to be affixed in some conspicuous places at or near the entrance of such market

11.

(a) Application for grant of licenses under these bye-laws shall be made in prescribed form to the Executive officer

(b) Application for renewal of license shall be made in the prescribed form to the Executive Officer latest by 30th November of every year failing which the license shall not be renewed and may be liable to cancellation

(c) The renewal of license may be refused or withheld by the Council without assigning any reason thereof

(d) Provided that the licensing Authority shall not refuse or withhold renewal of license for any reason other than the failure of the licensee to comply with any of the provisions of the Act or bye-laws made thereunder

Provided further that the refusal or with-holding renewals of license shall be at the discretion of the Council if it is in the public interest or the place is required for the public purposes.

(e) The licenses issued or renewed under these bye-laws may be cancelled at any stage and time without notice for any of the violations of the terms and conditions of the license

12. Eviction of unlicensed persons: Any person whose license has been cancelled or the renewal of whose license withhold or refused shall vacate the shop, room, stand, shed, pan or plot occupied by him/her within two days of the communication of the cancellation/refusal failing which he/she may be evicted from the market by use of force and any article belonging to him/her in the said market may be confiscated by the Council

13. Power to grant refuse, renew and cancel license

(a) All powers of the Council in respect of grant, issue, renewal, refusal, cancellation withholding of a license or any other power or function necessary or expedient for the purpose of these bye-laws shall be exercised by the Executive Officer or any officer duly authorized by him/her

(b) The Executive Officer and/or any Officer or employee in charge of a Municipal Market shall be competent to inspect, take measurement of any shops, stall, shed or plot during working hours or otherwise and may demand opening of a closed shop, stall or shed to ascertain if any of the bye-laws and terms and conditions of the license and agreement has been violated

14. General condition for license and use of Municipal and Private Markets :
 (a) Every tenant/licensee in occupation of shop, stall or shed in a Municipal Market shall keep and maintain every such shop, stall or shed in proper sanitary condition
 (b) No person shall obstruct or hinder or put hurdles to any sanitary staff engaged in clearance of drain, interior paths and open spaces in between the shop, stall or shed in a market
 (c) No person shall store, sell or expose for sale any article within the market except as provided under these bye-laws and shall in no way obstruct or put hurdle on free movement or people visiting the market
 (d) No person shall keep or exposed for sale of fish or meat other than on raised paved platform and at places set apart for the purpose in the market
 (e) No person shall sell or exposed for sale any stale fish/meat or decayed vegetables in the market and the municipality Health Officer of the Council in this behalf shall be competent for destroying such fish, meat and vegetable in any manner as he/she deems fit and proper
 (f) No person shall carry any meat in a market unless it is properly covered
 (g) No person exposing articles for sale in a market shall throw or deposit any offensive matter, rubbish, dried or decayed vegetable and/or other articles on any place other than in receptacle or place set apart for the purpose
 (h) No person shall throw or deposit any article on the road or path or on the drain or in any way obstruct from flow of drain inside and/or surrounding the municipal market
 (i) No person shall keep or allow to keep any basket, bags and/or any other such articles on the roof of shop, shed or stall or make provision of improvised shed for any purposed by spreading over the sky hessian, cotton or any other substance and take or allow to take any action which directly or indirectly contribute to creation of nuisance and breaking the orderly state of affairs in the market
 (j) Every tenant/licensee in occupation of a stall, shed in a market shall take adequate measures to combat fire and for prevention of fire hazards.
 (k) No person shall keep inflammable articles in a shop, stall or shed or use any part thereof for storage of such articles without proper care and the Executive Officer or the Health Officer or any officer authorized for the purpose shall be competent to remove or cause removal of such article from the said shop, stall or shed
 (l) No person in occupation of a shop, stall and/or shed in a market shall obtain electric connection for his/her shop, stall and/or shed directly except under such terms & conditions as may be prescribed
 (m) No person shall spit in any avenue or passage in a market except in such places as any provided for the purpose
 (n) No person shall satisfy a call of nature within any market area except at a urinal/latrine provided for the purpose
 (o) No person suffering from leprosy, an open sore or any loathsome infections or contagious disease may enter any market place and the Executive Officer or any Officer in charge of market shall be competent to remove such from such market place
 (p) The Executive Officer or any other Officer in charge of the market may expel any such person who is found drunk or begging or littering or making noise or fighting or quarrelling or using insulting, abusive or obscene language or misconducting himself or herself or creating disturbance in any manner in such market
 (q) No person shall use any weights, scale and measures except such standard weights, scales and measures as prescribed from time to time by the government

(r) No person shall hawk, solicit customer and sell any articles by auction in any market unless a prior permission is obtained from the Council

(s) No person shall exhibit or display advertisement of any nature in a market in contravention of bye-laws specially framed for the purpose

(t) Subject to the restriction that may be imposed by Government every shop and stall keeper of a Municipal market shall be bound to keep his/her shop and stall open unless for unavoidable domestic cause in individual case

(u) Any shop or stall keeper of the Municipal Market closing his/her shop or stall, unless for some unavoidable reason of a private or domestic nature or refusing to sell foods to any person offering the market price for some will be liable for cancellation of the license for his/her shop, stall or shed and the Executive Officer shall be competent to reject the shop or the stall keeper from the Municipal Market

(v) No person shall carry on wholesale trade in any article within the market without obtaining valid licence for the purpose and payment of the prescribed tolls or fees to the Council or the lessee of the Council in case the Municipal Market is farmed out

(w) No vehicle or animal other than those intended for sale shall be permitted to remain in any part of Market except in such places provided for the purpose. No person in charge of any wagon, cart, truck, barrow or other vehicle or of any beast of burden shall cause or allow such vehicle or of any beast to stand in any avenue or passage in such market or in any of the immediate approaches thereof for any longer time than shall be reasonable necessary for the loading or unloading of any goods, provisions of any other marketable commodities or articles that might be brought therein

(x) Every private market shall without notice open to inspection by the Executive Officer or any other officer authorized by him in these behalf at any hour when such market is being used

(y) All shops, rooms blocks, apartments in a private market shall be constructed of masonry and non-inflammable materials and with suitable approaches, entrances passages and gate of sufficient width in accordance with building bye-laws framed in this respect

(z) The Executive Officer may require the whole or any part of such Market to be roofed

(aa) The flooring and the drainage shall be kept at all time in good order and there shall be provisions for suitable ventilation and lighting along with sufficient supply of wholesome water

(bb) Every part of the market shall be thoroughly cleansed as often as may be necessary and all accumulation of filth or refuse therein shall be avoided

(cc) Every part of the internal surface of the walls and ceiling of every apartment upon such premises shall be lime washed to the satisfaction of the Council at least twice in every year or more if so required

(dd) Articles as and when required by the local health authority shall be aired and exposed to the sun and no articles of food or drink which are noxious, unwholesome or otherwise unfit for human consumption shall be sold or exposed for sale

(ee) Every tenant/licensee in occupation of shop, stall and/or shed in a Municipal Market shall be liable for compensation to the Council for any willful and negligent action causing loss of Municipal properties if such willful and negligent action on the part of the tenant is proved after proper enquiry constituted by the Executive Officer

(ff) The Executive Officer may expel, object or evict any person including a tenant or licensee who or whose servants/agents have contravened any of these bye-laws in a market and may prevent such person or his/her servants/agents from furthering or carrying on any trade or business in such market or occupying any shop, stall, stand, shed or other place cancel or terminate any lessee or tenant which such person may have in any such shop, stall, shed or place

POWER TO GRANT RENEW, REUSE AND CANCEL LICENSE

15. All power of the Council in respect of grant, issue, renewal, refusal, cancellation withholding of a licence or any other power or function necessary or expedient for the purpose of these bye-laws shall be exercised by the Executive Officer or any Municipal functionary authorized by him/her
16. It shall be lawful for the Executive Officer or any Municipal Officer/Employee authorized or empowered in this behalf by him/her or under these bye-laws or any provision of the Act
 (a) To issue to the licencee such direction as he/she may deem necessary for securing proper compliance with the bye-laws or in the interest of public health or safety
 (b) To inspect the premises, article, furniture, merchandise etc on the plot during working hour or otherwise to ascertain compliance of these bye-laws and/or of the condition of the licence
 (c) To remove or cause to be removed forthwith from such premises any articles or merchandise which in his/her opinion is stale, unwholesome, offensive or unfit for human consumption besides prosecuting the licensee for violation of the bye-laws
 (d) To seize, destroy and/or dispose articles of food or drink and vessels, receptacles used for keeping such articles of food or drink as are stale, unwholesome, offensive or unfit for human consumption
 (e) To suspend, withhold or refuse to renew or completely revoke any license granted under these bye-laws in respect of any place on grounds of public health or safety or where any of the conditions specified in these bye-laws is not being strictly observed

 Provided that such suspension, withholding refusal or revocation of the license shall not be deemed to exempt the license or any other person from liability to prosecution under these bye-laws and

 Provided further that such suspension, refusal or revocation shall be made only after an opportunity is given to the licensee to show cause in the matter
 (f) To revoke the licence granted to a person under these bye-laws if he/she is satisfied that it has been secured by the person through mis-presentation or fraud or if any of the instructions have not been complied with or the person has been convicted for violation of any of the provisions of the act of any rules or bye-laws made thereunder relating to any matter for which the licence or the permission has been granted

 Provided that before making an order of suspension, reasonable opportunity shall be accorded to the person or the licensee to show cause in the matter
 (g) To evict by use of force any person from the market whose license has expired or has not been renewed or has been cancelled refused or withhold and has not vacated the shop room, stall, shed, stand, pen plot occupied him even after two days of expiry or cancellation or refusal of the licence
17. An appeal against the order passed or instruction given by an officer subordinate to the Executive Officer shall lie to the Executive Officer and against order passed or instruction given by the Executive Officer shall lie to the Chairperson. The decision of the Chairperson in the appellate matters shall be final and no further appeal shall be allowed
18. In the case of shops, hotels, eating houses etc situated in Municipality/Private markets of the Council where the Municipalities (Regulation and licensing of shops) bye-laws and Municipality (Regulation of Hotels, Boarding and lodging houses, rest houses, Restaurant, Eating house, Café, Refreshment rooms, Residential Clubs etc) bye-laws are enforced, the provisions of those bye-laws mutatis mutandis shall apply to such shops, hotel, eating houses, etc.

PENALITY

19. Whoever commits a breach of any of these bye-laws or any other conditions or the licence and agreement in addition to the penalties under the act shall be punishable
 (a) With a fine which may extend to two hundred fifty rupees
 (b) And in the case of continuing contravention with an additional fine which may extend to 50 rupees for everyday during which such contravention continues after the first such contravention
20. A fine not realized within 15 days from the issue of notice of fine shall be deemed to be in arrear and may realized as arrears of land revenue

SCHEDULE
(See bye-laws 4)
RATE OF RENTS/FEES

(a) Rent for the use of :-
 (i) Shop, room, stall etc - Rs. 50 per sq. m per month
 (ii) Shed, pen, store plot etc - Rs. 40/- -do-
(b) Licence fee for the use of or the right to expose goods for sale
 (i) For shop, room, stall etc - Rs. 2,000/- annually
 (ii) For shed, pen, store plot etc - Rs. 1,000/- annually
(c) Fees on animals brought for sale into or sold in Municipality markets
 (i) Cat, goat, sheep, pig etc - Rs 50/-
 (ii) Each chicken, duck and other birds - Rs. 20/-
(d) Licence fees for
 (i) Brokers commissioned agents - Rs. 5,000/- annually
 (j) Wigner porter/coolie etc - Rs. 1,000/- -do-

THE DRAFT LAMLAI MUNICIPALITY (PARKING FEES) BYE-LAWS, 2021

1. Short title, extent and commencement :
 (a) These bye-laws may be called "The Lamlai Municipality (Parking Fees) Bye-laws, 2021".
 (b) They shall extend to the whole area of Lamlai Municipal Council (hereinafter referred to as 'LMC').
 (c) They shall come into force from the date of their publication in the official gazette.
2. Definitions :- in these bye-laws unless the subject or context otherwise requires:
 (a) "Act" means Manipur Municipalities Act,1994;
 (b) "Chairperson" means the Chairperson of Lamlai Municipal Council;
 (c) "Executive Officer" means the Executive Officer of Lamlai Municipal Council;
 (d) "Municipal Council" means the Lamlai Municipal Council;
 (e) "Parking area" means any place within Municipality area which is declared or notified as the place for parking of motorized vehicles by the state government under section 117 of the Motor Vehicle Act, 1988 and any place within the LMC area declared or notified as the place for parking of non-mototised vehicles by the LMC under section 113 of the Manipur Municipalities Act, 1994;
 (f) "Security Forces" means Army, Police and other Paramilitary forces;
 (g) "Vehicle" means:
 (1) Motorised vehicle like Bus, Lorry, Minibus, Tempo, Car, Jeep, Auto Rickshaw, Two-Wheeler etc. and
 (2) Non-motorised vehicles like Cycle Rickshaw, Bullock Cart, Horse Cart, Bicycle etc.
3. No vehicle shall park in the parking area without payment of parking fee as specified in the schedule appended to these Bye-laws.
4. Any employee authorized by the Executive Officer in this behalf will have the power to see if any vehicle is parking, then he shall realize parking fee immediately from the Driver of the Vehicle, if not paid already. Every driver of any vehicle should produce receipt for payment of parking fee when demanded by the authorized employee and if cannot produce receipt it shall be taken that no parking fee has been paid.
5. Parking fee may be paid in the office of the Municipality or in the spot, and receipt for payment of parking fee is valid for parking in the parking area for the day/hour mentioned in the receipt.
6. All Government vehicles on duty shall be exempted from payment of parking fee.
7. The LMC may appoint an agent(s) either by inviting tenders or through open auction for collection of parking fee for a particular area or all parking areas on such terms and conditions as may be decided by the Council from time to time.
8. No vehicle shall park at any place within Municipality area other than those so declared as parking area under bye-laws 2(e).

SCHEDULE

The parking fees shall be imposed as under:

Sl. No.	Classes of vehicle	upto 3 hrs	upto 6 hrs	upto 12 hrs	beyond 12 hrs
1.	Bus, Truck Lorry etc.	Rs. 30/-	Rs. 50/-	Rs. 90/-	Rs. 5/- for every addl. hrs
2.	Mini Bus, Vans, Tempo, Car, Jeep, etc.	Rs. 20/-	Rs. 30/-	Rs. 50/-	-do-
3.	Auto Rickshaws	Rs. 10/-	Rs. 20/-	Rs. 40/-	-do-
4.	Two Wheelers	Rs. 10/-	Rs. 20/-	Rs. 30/-	-do-
5.	Cycle, Rickshaw, Thela, Bullock, Horse Cart, etc.	Rs. 10/-	Rs. 20/-	Rs. 30/-	-do-
6.	Bicycles	Rs. 5/-	Rs. 10/-	Rs. 20/-	-do-

THE DRAFT LAMLAI MUNICIPALITY (CONDUCT OF BUSINESS BYE-LAWS) 2021

1. Short Title :-
 (a) These Bye-laws may be called Bye-laws for the conduct of business in a meeting of the Lamlai Municipal Council
 (b) It shall come into force immediately after publication in the Official Gazette
2. Definition :-
 (a) "Act" means the Manipur Municipalities Act, 1994
 (b) "Chairperson" means the Chairperson of the Lamlai Municipal Council
 (c) "Meeting" means meeting of the Lamlai Municipal Council
 (d) "Vice-Chairperson" means the Vice-Chairperson of the Lamlai Municipal Council
3. Person who will call the meeting :- The Chairperson will be ordinarily the person who will call the meeting of the Lamlai Municipal Council except as otherwise provided under the Act
4. Meeting of the Council
 (a) Special meeting of the Council shall be called as provided under section 29(1), 31(10), 44(1), 49(3), 49(4), 71(1) and 71(2) of the Act
 (b) The Chairperson shall call an ordinary meeting of the Council in accordance with the decision of the Council under section 49(1) of the Act. Besides, the Chairperson may call any ordinary meeting on his own motion if he/she thinks it necessary on any day/date of the month other than the meeting fixed by the Council under section 49(1) of the Act
 (c) The meeting mentioned under section 24(1) of the Act shall be deemed to be a special meeting for the purpose of these Bye-laws
5. Date, Time and Place of the meeting
 (a) Ordinary meeting of the Council shall be called at such time, date and place as decided by the Council under section 49(1) of the Act. If the date fixed by the Council falls on a Holiday, general or restricted, the meeting shall be called on the next day which is not a holiday, general or restricted. When the Chairperson calls the meeting on his own notice, he/she shall try to follow the time and place fixed by the Council as far as possible
 (b) Special meeting of the Council shall be called in accordance with what is laid down under the Act and rules made there-under. Time and place shall be determined reasonably if no specified mention is made in this behalf in the Act and rules made there-under by the person calling the meeting
6. (i) Service of notice :-
 (a) Every notice convening an ordinary meeting of the Council shall be sent to the registered address of each Councilors at least five days before the date of the meeting signed by the Executive Officer
 (b) The notice shall include only the recommendations of the standing committee/special committees such items considered fit to be included in the list of the business by the Chairperson, the Vice-Chairperson and recommendations of the committee are to be sent along with the notice
 (c) No business other than stated in the Notice shall be transacted except with the consent of the majority of the Councilors present
 (d) If there be no business to be laid before the Council at any monthly meeting, the Chairperson shall instead of calling the meeting give notice of the fact to each Councilor three days before the date which is fixed for the monthly meeting as laid down under section 49(2) of the Act

 (ii) (a) Every notice convening a special meeting of the Council shall be sent to the registered address of each Councillor in accordance with what is laid down under the Act and rule made there-under. If no time limit within which the notice should be served is provided under the Act and rules made there-under, the notice for such shall be sent

to the registered address of each Councilor at least five days before the date of meeting

(b) If it is a meeting convened under section 71 of the Act, the proposed budget, both annual or revised or only the revised, if it is for consideration under section 71(2) of the Act, should be sent along with the notice

(c) At a special meeting only the business for which the meeting was called shall be considered

(1) Note:- Notice of the meeting may be sent to representatives of the Government in the Council meeting if any, and officer of the Council if necessary

(2) Explanation :- "Registered address" in the clause means the Address for the time being entered in the register of address of Councilors maintained in this behalf by the Secretary

7. Adjourned meeting :

(a) If a meeting is adjourned for lack of quorum mentioned under section 52(2) action shall be taken by the Executive Officer in accordance with the provisions laid down under section 52(2) of the Act

(b) If meeting is adjourned as a transaction of business is not finished neither fresh notice to the Councilors nor the action contemplated under clause 8(a) of the bye-laws in the above shall be taken. The declaration of date and time of such adjourned meeting by the Chairperson then and there in the meeting shall be taken as if notice has been served unless the majority of Councilors present decide otherwise

(c) If a meeting is adjourned for reason other than those mentioned under (a) and (b) the above fresh notice shall be issued unless the majority of the Councilors decide otherwise

(d) An adjourned meeting shall not be competent to transact any business except those which the original meeting left unfinished

8. Chairperson of meeting :- Chairperson of the meeting both special and ordinary shall be the Chairperson or in his absence the Vice-chairperson or any one of the Councilors as provided under section 50(1) of the act provided that any of them is not precluded from presiding over the meeting under other provision of Act

9. Quorum of the meeting :-

(a) Quorum of the meeting shall be one third of the total number of Councilors of the Council as provided under section 52(2) of the Act

(b) There shall be a quorum at the time of passing any resolution in a meeting if it is not an adjourned meeting mentioned under bye-laws 8(a)

(c) If there is no quorum at the time of passing a resolution of any type, the meeting shall be adjourned and at the adjourned meeting the concerned items be disposed of whether there is a quorum or not. And, if there is any other item to be discussed after the item mentioned in the above, there shall be a quorum at the time of passing resolution/on the remaining items.

10. Manner of deciding questions: - It shall be decided in accordance with what is laid down under section 51 of the Act. Votes may be taken by show of hands or by division and shall be taken by division if any Councilors so desires. The Chairman shall determine the method of vote by division.

11. (1) Conduct of business:-

(a) If any Councilor desires to elicit information or suggest action on a matter of public importance, he shall give in writing clearly the matter he wants to know or suggest to the Chairperson/ Vice-Chairperson at least five days before the scheduled meeting mentioned in bye-laws 6(a) of these bye-laws

(b) If there is such question or suggestion from any Councilors, the Chairperson/Vice-Chairperson shall give reply in writing/before the business of the day is taken up for transaction.

(c) If the Councilor concerned wants further information in relation to the question or suggestion he has made, he may do so with the permission of the Chairperson, but no other Councilors shall join in the discussion on this matter. If the Chairperson thinks that the supplementary question or suggestion is irrelevant, no reply may be given and the matter shall be dropped.

(d) If more than one Councilor ask questions or make suggestion as stated in (a) above, the matter may be taken up according to the priority of date, if it is made on the same date, according to the time of submission of the question or suggestion which the Chairperson or Vice-Chairperson shall note on the original body of the question or suggestion. The manner of taking up the matter in this case also shall be in accordance with what is laid down in (a) and (c) above.

(e) In all cases, the discussion shall not be more than half an hour unless the Chairperson decides otherwise.

(2)

(a) If any Councilor desires to elicit information or suggest action on a matter of urgent public importance not relating to Municipality administration or Manipur Government administration relating to Municipality administration, he shall give in writing clearly the matter he wants to know or suggest to the Chairperson/Vice-Chairperson at least five minutes before the day's business is taken up for transaction. If both the Chairperson and Vice-Chairperson are absent on leave or otherwise, he may do so just after the election of the Chairman of the meeting which has been prescribed in clause 9 of these Bye-laws.

(b) If more than one councilor is to avail themselves of bye-laws 2(a) at the same time, the matter which the Chairperson thinks is of more importance shall be taken up first.

(c) If the chairperson thinks that it is a matter of urgent public importance, he shall allot one hour for discussion on the matters before the day's business is taken up for transaction, all the councilors may join in the discussion.

(d) If the Chairman thinks that it is of no urgent public importance, he may drop the matter

(3) If bye-laws 1(a) or 1(d) collide with bye-laws 2(a) or 2(b), then the bye-laws 2(a) or 2(b) shall be taken up first for discussion ; if more than one Councilor desire to elicit information or suggest action under bye-laws 2(a), the matter which the Chairperson thinks is of utmost public importance will be taken up first

(4) If bye-laws (1) & (2) are to be taken up simultaneously, the Chairperson shall not allot more than one and half hour

(5) The Chairperson may place before the Council the matter he thinks urgent and utmost public importance before the day business is taken up for transaction, his motion shall have the first priority above all else mentioned under the bye-laws 12

(6) During the discussion, if the majority of the Councilors present think that it is a matter requiring adjournment of the meeting, the Chairperson shall adjourn the meeting

(7) If the condolence meeting of the death of a person of public or national importance is to be held on the move of Councilors or Chairperson, it shall be so done before the day's business is taken up for transaction and the meeting shall be adjourned

12. If the matter put up by the Councilors under bye-laws (1) and (2) were discussed earlier in another meeting, it shall not be replied or discussed. However the information shall be communicated in writing or orally, as the Chairperson/Vice-Chairperson thinks fit to the Councilor concerned. And the matter shall not be put in the meeting.

13. (a) The discussion under bye-laws 11 shall be recorded in the minute book mentioned under section 53(i) of the Act

(b) If a notice has been given under bye-laws 6(i)(d), discussion on the matters mentioned under bye-laws 11(1)(a) will be done on the next meeting provided the Councilor concerned does not withdraw the question or suggestion before the next meeting.

Explanation: Next meeting means the meeting to be held in the next month as fixed by the Council.

14. (a) The order in which several subjects shall be discussed at the meeting shall be determined by the order in which they are entered in the list of business but the Chairperson may at his discretion, if the majority of the Councilors present do not object, depart from this order for any special reason which shall be recorded in the minute book.

(b) The Chairperson of the standing committee who has put up its recommendation to the Council shall move the resolution. In his absence, any member of the committee or Chairperson of the meeting may move it with the consent of the majority of the Councilors otherwise the subject will be deferred to another meeting.

(c) Before any subject is taken up for discussion the Councilor who wants to participate in the discussion shall normally give his name to Chairperson in writing or the Chairperson may take down the names of such Councilors.

(d) The Chairperson of the standing committee or the members of the committee or Chairperson of the meeting who has moved the resolution may reply in the end.

(e) The Chairperson may prescribe a time limit for such speeches.

(f) If any Councilors desires to amend the original resolution moved by the Chairperson of the standing committee or its members or Chairperson of the meeting, he shall move his own amendment seconded by the another Councilor with a copy of the amendment being label to the Chairperson and until seconded no debate thereon can take place but in case the motion or amendment is moved from the then chair, no seconding is required.

(g) If any Councilor wants to include any items in the recommendation of the standing committee which has not been included in the day's business, it shall be obligatory on the part of the Chairperson to include it in its next recommendation, if not included he shall give sufficient reason for its non-inclusion in its next recommendation. If the majority of the Councilors thinks that the reason is not sufficient, the item may be taken up by the Councilor for discussion during the discussion of the said recommendation of the standing committee if sufficient materials for discussion are available, or otherwise the item itself shall be included as a separate item in the list of business of the next meeting apart from the recommendation of the standing committee concerned and seconded by another Councilor.

(h) The Chairperson may for reasons to be recorded in writing and entered in the minutes of the proceedings.

(a) Rule that a motion or amendment is illegal or out of order or

(b) Make such alternations in the motion or amendment as shall in his opinion, render it legal and in order or

(c) Refuse to put the motion or amendment to the meeting unless and until the proposer and the seconded accept and sign the alternation so made.

(i) After several amendments have been proposed and admitted and each has been discussed, the Chairperson shall put the last amendment to the Council first, if it is negative, he shall put the last proceeding amendment and so on and lastly the first amendment and if all the amendment are lost, the original proposition shall be put to vote.

(j) When a motion has been put from the Chair and declared by the Chairperson to be duly carried, no further proposal for amending the motion or the amendment shall be entertained.

(k) The priority to speak by the Councilor mentioned in bye-laws 14 (C) in the above shall be at the discretion of the Chairperson. In doing so, the Chairperson shall decide impartially as far as possible.

(l) It shall be competent to any Councilor to move a resolution under the miscellaneous items to the effect that any subject which does not come within the purview of any standing committee and he shall be entitled to name the Councilors of such special committee with the consent of the majority of the Councilors. But no discussion shall be

done on the subject. He shall move as a member of the special committee and move the resolution duly seconded when the special committee makes recommendation. The special committee shall remain dissolved after the subject referred to has been taken thereon.

15. When an amendment has been moved by a Councilor under bye-laws 14(f), the procedure prescribed under bye-laws 14(c) shall be followed.
16. When addressing a meeting of the Council, each Councilor shall do so standing.
17. Except as provided by these bye-laws, no Councilor shall interrupt a speaker.
18. Any Councilor mentioned under bye-laws 14(c) and 15 shall be at liberty to call the attention of the Chairperson to a point of order even when a Councilor is speaking on a point of order and the Councilor addressing the meeting shall resume his seat until the question has been decided by the Chairperson. After the decision of the Chairperson, the same point of order shall not be raised again.
19. A speaker who has exhausted his right to speak on an original motion may speak on any amendment being moved as that raised a new question.
20. A councilor shall be given only one chance to speak on a subject. However, as prescribed under bye-laws 14(d), the mover of an amendment shall have the right of reply in the end.
21. No resolution of the Council shall be modified or cancelled without following the procedure laid down under section 54 of the Act.
22. For the purpose of taking into consideration business involving many details, a meeting may resolve itself into a committee of the whole body when this has been determined, the same question shall be deemed suspended until the meeting resumes.
23. Notwithstanding what is provided under order clauses of these bye-laws, the Deputy Commissioner and Director of the Municipal Administration, Housing and Urban Development of Manipur as the State Govt. may specify to be entitled to attend any meeting of a Council within their jurisdiction under section 55 of the Act and shall be allowed to speak on a motion or amendment or at any stage of the debate to clear any point with the permission of the Chairperson, but shall not have the right to vote as laid down under the said section of the Act. In this case also the procedure of not interrupting a speaker shall be followed or the Chairperson may request the said Deputy Commissioner or the Director or any said officer to clarify a point.
24. The Executive Officer of the Council may at any stage of the debate or motion explain any point in the debate or motion at the meeting with the permission of the Chairperson but not while a Councilor addressing the meeting
25. Adjournment :
 (a) It shall be competent for any Councilor mentioned under bye-laws 14(c) and 15 to move the adjournment of the debate apart from what is laid down under clause 11(4) of these bye-laws or of the meeting in a speech, not exceeding five minutes in duration.
 (b) During the course of discussion on any items, it shall be competent for any Councilor to move an adjournment motion duly seconded by another Councilor on a matter of urgent and public importance.
 (c) When a motion for adjournment of the meeting of a debate is made, it shall be seconded without a speech and put by the Chairperson to vote without debate or amendment.
 (d) No motion for the adjournment of the meeting or of debate shall be admissible which proposes an adjournment beyond the next meeting.

26. Appointment of Committee :-
 (a) The Council at a meeting may appoint from time to time committee naming its members to be called "Standing Committee" as laid down under section 56 of the Act.
 (b) (i) Names of the member of a Committee shall be proposed by a Councilor and seconded by another Councilor
 (ii) The Chairperson/Vice-Chairperson shall be the official Chairman of any committee if either of them is a member of any committee

(iii) If both the Chairperson and Vice-Chairperson are members of any committee, the Chairperson shall be the Ex-Officio Chairman of the committee

(iv) If neither the Chairperson nor the Vice-Chairperson is member of any committee, the Chairperson of any committee shall be elected by the members of the committee but confirmed by the Council

(v) Conduct of business will be the same as done in a Council meeting as far as possible and practicable.

27. (a) The minutes of proceeding of each meeting of a Council or any of its committee shall be recorded by the Committee officer or officer appointed by the Council in a book to be kept for the purpose separately for the Council and for each of its committee as laid down under section 53 of the Act.

(b) The minutes shall contain a brief abstract of the discussion preceding each resolution/recommendation, when the subject is in the opinion of the Chairperson of sufficient importance.

(c) Protest/dissent shall be limited to a concise and definite statement of the reasons in writing which prompted the Councilor to vote in the minority on a given question.

(d) Protest/dissent shall be handed over to the Chairperson/Chairman before the conclusion of the meeting at which the resolution/recommendation protested was passed.

28. If any Councilor acts in a manner unbecoming of his status, which in the opinion of the Chairperson amounts to lowering the dignity of the Council, the Chairperson may ask the Councilor to rest from participating in the business of the Council. If he refuse to leave the meeting or continues to obstruct the business of the Council, the Chairperson may recommend to the Council for his suspension.

29. (a)The Council may appoint a committee consisting of not more than five Councilors on privilege from time to time when a complaint of breach of privilege has been made to the Chairperson/Vice-Chairperson.

(b) Its quorum shall be one-third of the members.

(c) On a reference being made to the committee on privilege, a notice along with a copy of complaint shall be issued by the Secretary to the person complained against to appear on a specific date, time and place.

(d) Such person shall attend on every date of hearing. If he is not able to attend, he shall inform the committee of the reasons thereof. If whoever, the committee considers that there are not good reasons for his absence or he has willfully absented himself, the committee may proceed with the matter in his absence and submit the report.

(e) If the said person admits his guilt or tenders apology, the committee may make a report forthwith such recommendation as it may deem fit.

(f) While examining the question referred to it, the committee may find out whether any breach of privilege has been committed and the nature of breach, and may make such recommendation as it may deem proper.

(g) The complaining member or the member complained against, if he be a member of the committee shall not sit on the committee as long as the matter complained by or against him as the case may be is under consideration before the committee.

(h) The Council shall fix the time for presentation of the report of the committee.

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